

25 April 1974

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Management and Services
Deputy Director for Operations
Deputy Director for Science and Technology

SUBJECT: ADP Management

1. The Director has approved the concept of abolishing the Information Processing Board and decentralizing the functions of the Information Processing Staff, O/Comptroller. The decision to effect these changes reflects a conclusion that such special management controls over ADP at the Agency echelon are no longer necessary in light of the recently approved consolidation of Headquarters computer centers. This does not imply, however, any lessened need to ensure that information processing activities are carefully managed throughout the Agency.

2. In order to get on with this concept, I propose the following steps and request your concurrence in them:

O.K. a. The IP Board: The Information Processing Board will be formally abolished upon your concurrence with this memorandum. Henceforth, any need to consider ADP-related management issues at the executive level of the Agency will be accomplished through the CIA Management Committee.

b. The IP Staff: The Information Processing Staff will be abolished as soon as the functions of the IP Staff have been decentralized to other components of the Agency. The following modification and reassignment of IP Staff functions are proposed:

(1) Function #1: ADP Acquisition Approvals*

Special management approval at the Agency level (via IP Staff, IP Board, and DCI) of proposals to acquire specific ADP equipment and contract services will no longer be required. Instead, the following rules will apply:

(a) Requirements to acquire ADP hardware or contract services which meet the criteria below will be established in coordination with the Office of Joint Computer Support (OJCS), DD/M&S:**

1. Requirements for any new ADP hardware system (i. e., containing a new or changed Central Processing Unit)

2. Requirements to upgrade an already installed computer system where the purchase cost of such upgrading is \$150,000 or more;

3. Requirements to procure ADP software or contract services where the annual cost of such contracts is \$50,000 or more.

*This section modifies the Agency's special ADP Approvals System and replaces previous instructions concerning the System contained in the following references:

(1) Memo dated 21 April 70 to DD's from Ex-Dir. Compt. Subject: Approvals Concerning Acquisition of ADP Equipment and Services

(2) Memo dated 22 February 72 to multiple addressees from Ex-Dir. Compt. Subject: Information Processing Recommendation 15 [Para. 2 (15c)]

(3) Memo dated 25 September 72 to DD's from DCI, Subject: Program Execution Procedure

**ADP proposals falling outside these criteria may be dealt with through normal channels within the Directorates without coordination with OJCS, DD/M&S.

(b) Coordination with OJCS when required will be carried out before Office, Division, or Directorate approval is granted.

1. If OJCS concurs in the ADP proposal, the final approval point for the proposal will be the normal approval point within the Directorate for acquisitions of the size in question.

2. If OJCS non-concurs the sponsoring Directorate will have the option of submitting the issue to the Secretary, CIA Management Committee for handling as the Secretary deems appropriate.

(c) In carrying out its coordination role, OJCS will consider such factors as the appropriateness of using ADP methods to meet the requirement; the adequacy of the ADP plan to perform the functions specified; any significant shortcomings in the proposal (e.g., hardware, software, expected vendor performance, schedule, hidden manpower requirements, down-the-road compatibility with other operations, duplication of existing capabilities, etc.); and whether the ADP operational role is assigned to the proper organizational component within the Agency.

(d) An information copy of each ADP proposal requiring coordination with OJCS will be forwarded at the time of issuance to the Information Systems Analysis Staff (ISAS), DD/M&S.

(e) ADP activities will, of course, be subject to the normal review processes in the O/Comptroller of all Agency activities.

Note: It is the responsibility of components wishing to acquire any ADP equipment or contract services, irrespective of dollar value, to proceed in concert with the Office of Logistics (OL) to assure Agency compliance with GSA requirements for the special handling of such ADP procurements. (Consultation with OL should take place prior to initiation of discussions with potential suppliers. Specific instructions on how components are to relate to OL in the procurement of ADP equipment and services will be issued by OL in the near future.)

(2) Function #2: Channel for Governmental Correspondence and External Reporting on ADP

The central point within the Agency for incoming ADP correspondence from GSA, NBS, etc., and for external reporting on ADP matters to such arms of the government will be transferred to the ISAS, DD/M&S.

(3) Function #3: Commercial Liaison

The central point for handling liaison matters with commercial ADP organizations will be transferred to OJCS, DD/M&S.

(4) Function #4: ADP/MIS System

Direction of the Agency's ADP Management Information System (ADP/MIS) will be transferred to OJCS, DD/M&S.

(5) Function #5: COINS Subsystem Manager

The position of COINS Subsystem Manager for CIA will be transferred to OJCS, DD/M&S.

(6) Function #6: CIA Member of the IHC

The CIA Member of the Intelligence Information Handling Committee (IHC), USIB will be provided by CRS, DD/I.

(7) Function #7: IPC for DCI Area

The position of Information Processing Coordinator for the DCI Area will be transferred to the AO/DCI. (This item already approved).

(8) Function #8: Coordinator, ADP Resource Allocation System

The functions of the Coordinator of the ADP Resource Allocation System used by OJCS will be transferred to the Budget Management Staff, O/Comptroller.

(9) Function #9: Program & Budget Analysis for IP&E Category

The responsibility for program and budget analysis of the Information Processing and Exploitation (IP&E) Category of the Agency's program structure will be transferred to the Chiefs of the appropriate Directorate Groups, O/Comptroller.

(10) Function #10: ADP Studies/Issue Analyses

The responsibility to conduct studies or audits of ADP problem areas will be transferred to the Audit Staff, OIG.

(11) Function #11: Representation

O/Comptroller representation on the Computer Security Subcommittee of the Security Committee, USIB and on the Agency's Word Processing Task Force will be discontinued.

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JOHN D. IAMS
Comptroller

CONCUR: SEE ATTACHED QUALIFICATION

Deputy Director for Intelligence (date)

Deputy Director for Management and Services (date)

Deputy Director for Operations (date)

Deputy Director for Science and Technology (date)

cc: AO/DCI

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SUBJECT: ADP Management

DDI concurrence is on the condition that naming CRS as CIA member on the Information Handling Committee is with the clear understanding that other CIA components with the requisite technical competence will support the CIA member by their full and direct participation on all IHC matters involving technical questions, including special studies.

CONCUR

[Redacted Signature Box]

Deputy Director for Intelligence

1 MAY 1974

(date)

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